

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY CDC	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Geographic Information System (GIS) Analyst	9		
b. Other				
c. Proposed by Initiating Office	•			

6. POST TITLE POSITION (if different from official title) GIS Analyst	7. NAME OF EMPLOYEE VACANT
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8. OFFICE/SECTION US MISSION KAMPALA	a. First Subdivision CENTERS FOR DISEASE CONTROL
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b. Second Subdivision INFORMATICS BRANCH	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Typed Name and Signature of Supervisor Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. JENNIFER GALBRAITH <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Typed Name and Signature of Section Chief/Head Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. CRISTINA STOKES <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

The incumbent provides technical expertise and support to CDC-Uganda staff and other partners/collaborators in the use of Geographic Information Systems (GIS) to support the planning, designing and implementation of health information systems for HIV/AIDS and other public health programs and initiatives supported by the President's Emergency Plan for AIDS Relief (PEPFAR) in Uganda.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

Program implementation **50%**

The incumbent will work primarily with systems analysts, application developers, data managers, program staff and other researchers and scientists at CDC and at partner sites to integrate the usage of GIS in existing health information management systems so that data capture, analysis and display can be geographically referenced. This will necessitate conducting needs assessments, periodic workshops and training sessions for CDC staff and

their partners to handle issues of data entry/update, data quality, utilization of the GIS system as a management and planning tool, and to update them on new features and requirements.

On a continuous basis, incumbent will review existing and functional geographical and other health information systems to ensure data quality, database timely updates by partners; to develop training guidelines for new partners and dissemination of new instructions and changes in the system; and make recommendations on required modifications and improvements to the systems. Incumbent follows up with Project Officers to ensure recommendations and modifications are implemented.

GIS Use and Integration

40%

The GIS Analyst will support the Programmatic and Research branches at CDC by ensuring that GIS applications are integrated with CDC/USG and PEPFAR program reporting requirements and indicators where possible to facilitate the review of the performance of PEPFAR funded public health programs and initiatives. This includes supporting other M&E specialists, health and behavioral scientists, laboratorians, epidemiologists, systems analysts and data managers in carrying out critical analysis and making presentations to partners, key stakeholders such as Ministry of Health, partners, other US agencies, host country officials, and visitors and delegations using the GIS and other related sources of information and tools.

The incumbent will support the development and production of high quality maps, posters, charts and other graphics to support and aid presentations, and continuous program review and analysis. The JH will keep abreast of new advancements in GIS\GPS software and be able to transform geo-spatial data to new format.

Interagency coordination

10%

JH establishes and maintains relations with senior officers in the Uganda Bureau of Statistics, UN agencies, Donors, Ministries and other providers of Geo-spatial information to ensure the exchange of ideas, data sharing and acquisition, and obtaining guidelines on best practice. This will include participating in national committees and other working groups established to develop and propose new ways of updating the spatial data that are already on the system and obtaining new data. Incumbent will need to keep abreast of trends and new developments in the GIS field.

JH will develop a training program to empower staff working with PEPFAR funded programs to build local technical capacity for GIS activities

15 DESIRED QUALIFICATIONS

a. Education:

Degree in Health Informatics, Behavioral Sciences, Public Health, Statistics, or Computer Sciences is required.

b. Prior Work Experience:

Must have two years of progressively responsible, professional-level experience in health information data management.

c. Post Entry Training:

Appropriate courses in GIS, informatics, health and behavioral sciences, public health and other technical courses when offered.

d. Language Proficiency:

Level IV English ability (Fluent) is required. Must have excellent public relations, writing, and speaking skills in English.

e. Knowledge:

Theoretical and practical knowledge of health information sciences, public health informatics and good understanding of analyzing and interpreting data for public health use are required.

f. Skills and Abilities:

Must have excellent analytical capabilities; interpersonal skills; and the ability to prepare verbal, tabular, and graphic presentations of related information. Must be able to establish and maintain contacts with high level officials in Uganda government institutions, as well as with influential non-government for geo-spatial data sharing or acquisition.

16 POSITION ELEMENTS

a. Supervision Received:

Receives direct supervision from the Health Information Systems Unit Lead.

b. Supervision Exercised:

None.

c. Available Guidelines:

HHS/CDC IT policies and procedures, and SOPs.

d. Exercise of Judgment:

In making decisions, the incumbent must reflect a clear appreciation of needs of partners and customers and consistency with CDC IT policies and procedures.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

Work with Mission staff, partners, officials and GIS liaison persons in host country, donor and private sector for purposes of associating GIS/DBMS reporting applications, producing high quality maps, collecting data, analyzing and crosschecking GIS data, disseminating new instructions and developing or proposing new ways of updating the spatial and related attribute data pieces. Contacts with PEPFAR program staff across agencies.

g. Time Expected to Reach Full Range of Duties:

52 weeks